



North Carolina Department of Health and Human Services
Division of Budget and Analysis
2001 Mail Service Center • Raleigh, North Carolina 27699-2001
Telephone (919) 733-6396 • Fax (919) 733-2944

Michael F. Easley, Governor
Dempsey Benton, Secretary

James B. Slate, Jr., Director

MEMORANDUM #2008-01

TO: Division Directors
Office Directors

DATE: January 4, 2008

FROM: Jim Slate

A handwritten signature in blue ink that reads "Jim Slate".

SUBJECT: Results Based Budgeting (RBB) for SFY 2009-11

In a memo dated November 16, 2007, the Office of State Budget and Management provided instructions and guidance for the preparation and submission of the 2009-11 Results Based Budgeting document. Details from this memo and the related instructions can be accessed at http://data.osbm.state.nc.us/source/RBB_instruc_09.pdf. As part of this process, Divisions will be asked to update elements of their prior RBB submission for SFY 09-11, as well as, to provide new information for elements that have been added to the RBB document. Please take the time to review and familiarize yourself with these instructions and the deadlines associated with this project.

As was the case during the last RBB submission, nearly all of the information that will need to be submitted for the RBB update either already exists as part of or will be developed for existing performance planning initiatives within DHHS. Specifically, this includes the DHHS Performance Management Database as well as the DHHS Business Plan. In order to ensure that we are able to provide information for the RBB that is consistent with each of these sources and to minimize duplication of effort, the Division of Budget and Analysis has met with the Office of Policy and Planning to plan for the coordination of these projects. As a result of those meetings, specific data sources have been defined for each RBB element to be submitted to ensure consistency of reporting (attached). You have already received instructions related to the update of the DHHS Business Plan from the Office of Policy and Planning (due January 18, 2008).

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As a lead off to the completion of the RBB update, staff from the Office of State Budget will conduct training for agencies on the completion of the new SFY 2009-11 documents. This training will include a general overview of the RBB effort followed by a walk through of each of the RBB elements. OSBM Analysts will also be in attendance to work with individual agencies as part of the training. This training is scheduled to take place on January 30th (9:00-1:00), 31st (1:00-5:00) and February 1 (9:00-1:00) in the Council Building on the Dorothea Dix campus. Each Division will need to attend one of the 4 hour training sessions during these dates.

In order to ensure that we are able to accommodate all staff who will require this training, we will need to know how many staff will be attending from your Division and Office. Also, it would be helpful to know if any of the dates provided will be better for your agency. To ensure adequate coverage you should be sure that both program and budget staff will be able to attend this training. Attendees should also include any key agency staff who have been involved in the development of the DHHS Performance Management Database. Please note that we will be scheduling trainings by Division, so all staff from your Division will need to attend training on the same date. Once we know how many staff will need to be in attendance from each Division, Gerry Guy will be in contact with you to schedule these sessions for your agencies. ***Please e-mail the names of the staff that you wish to attend the RBB training and your preferred dates to Gerry Guy no later than Thursday, January 10, 2008.*** Of course, if you have any additional questions related to this effort, please contact your analyst in this office. Thank you.

JBSjr:RK:gg

Attachment

Dempsey Benton, Secretary
Dan Stewart, Deputy Secretary
Jackie Sheppard, Assistant Secretary for Long-Term Care and Family Services
DHHS Budget Analysts
Marjorie Donaldson

Results–Based Budgeting Preparation for 2009-11 Biennium

RBB Required Element	Primary Components	Recommended DHHS Data Source
Agency Overview (new)	Current performance/progress; major initiatives re: operations; services; productivity; trends; challenges; future direction	Business Plan update (Q# 1,2,6,7)
Mission Statement (update)	Why, What, For whom; agency impact	Previous RBB; Business Plan
Goals (update)	What, who, method of approach and results	Previous RBB; Business Plan; PMD
Strategies (new)	How agency will make progress related to goals and mission (how we get where we need to be)	Business Plan (Q #8, 9)
Key Agency Indicators (new)	Most significant measures where success is critical; focus on results; reflect mission and budget impact/decisions	Business Plan (Q # 3, 4, 5); PMD
Fund Purpose Statements (update)	Mission statement for fund	Previous RBB
Service Statements (update)	Business processes/operations supported by fund	Previous RBB; Business Plan; PMD
Service Analysis (update)	Costs of each service in dollars and staff	Previous RBB; Business Plan; PMD
Measures (update)	Quantitative impact of services	Previous RBB; Business Plan; PMD